

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post KAMPALA	2. Agency OBO STATE	3a. Position Number 101819
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Shipment Clerk, FSN-0905	FSN-6	HR/OE/PC	12-20-2019
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Shipment Clerk (OBO)	7. Name of Employee
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8. Office / Section OBO	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Date (mm-dd-yyyy) Employee Signature _____	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Date (mm-dd-yyyy) Supervisor Signature _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) Chief or Agency Head Signature _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer _____ Date (mm-dd-yyyy) Admin or HR Officer Signature _____
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13. Basic Function of Position

Working under the Supervisory Administrative Assistant of the Overseas Building Operations (OBO) project team, the Shipment Clerk obtains customs clearance for incoming and outgoing official shipments in support of the New Office Annex / New Support Annex project. The incumbent also works with the Ministry of Foreign Affairs to facilitate vehicle registration and inspection.

14. Major Duties and Responsibilities

100% of Time

Processing and Managing Shipment

65%

- Checks daily the status of all known shipments with the Embassy end users and local shipping companies.
- Obtains customs clearance for incoming and outgoing official shipments: drafts diplomatic notes to appropriate authorities to ensure prompt processing when shipments arrive.
- Arranges for delivery: If a shipment needs to be re-sorted or re-packed for delivery to various locations the incumbent coordinates between contractors and end users.
- Operates government-owned vehicles (GOVs) to carry out official duties.

Managing Vehicle Registration

25%

- Obtains vehicle registration, licensing, and import/export documentation for GOVs.
- Maintains liaison with the Ministry of Foreign Affairs, local customs, and airport officials as well as local contractors to facilitate official responsibilities.
- Arranges and makes payments through petty cash. For eg: Local vehicle insurance for GOVs.

Correspondence and filing

10%

- Drafts, delivers, and files official correspondence – including diplomatic notes - pertaining to shipment with local authorities.
- Maintains files on GOVs.
- Works with post management and protocol units to ensure official correspondence is properly handled.

****Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

At least two years of experience in customs, shipping, or logistics is required.

c. Post Entry Training

On-the-job training in US government requirements, guidelines, and procedures. PA 250 - Transportation Workshop for LE Staff. PA 256 - Advanced Transportation Workshop for LE Staff. Smith System training.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level III (Good working knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge



Good knowledge of USG customs and shipping procedures, OBO guidelines, USG clerical practices, and Embassy's vehicle safety and maintenance procedures. Must have strong knowledge of local cargo, shipping, and customs procedures and regulations. Strong knowledge of local laws and regulations governing all types of vehicle use, registration, insurance, import/export, etc.

f. Skills and Abilities

Good working knowledge of Microsoft Office Suite (Word, Excel, Power Point, Outlook) and Internet Research. Good interpersonal skills to interface efficiently with various contacts including end users, vendors, trucking companies, local officials as well as post contacts. Good knowledge of accepted record-keeping methods, to include developing a filing system, follow-up on projects, meeting deadlines. Must be able to lift up to 50 pounds. Must hold a valid driver's license.

16. Position Element

a. Supervision Received:

Direct supervision from the Supervisory Administrative Assistant.

b. Supervision Exercised:

None.

c. Available Guidelines:

Post policies, administrative notices, and other guidelines provided by OBO. Local government laws and regulations pertaining to shipping and customs.

d. Exercise of Judgment:

Must exercise judgment in dealing with all levels of local government officials for obtaining required documentation or action; for developing systems for tracking vehicle documentation; for developing and maintaining an effective filing system for GOVs.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Contacts with the OBO Project Director as required. Incumbent works closely with administrative personnel in GSO and FMO for shipping procedures, placing procurement orders, and reporting on financial status; with RSO on security issues. Communicates with up to mid-level local government officials in customs and transportation.

g. Time expected to Reach Full Performance Level:

Six months.